



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician II (Operations Support)** FLSA Status: **Non-Exempt**
 Job Family: **Support Services Administrative** Pay Range: **SS45H**
 Prepared/Revised Date: **December 20, 2022** Job Code: **50605**

SUMMARY: Responsible for assisting the Facilities and Construction Department in the project closeout process, including document control and reporting on current and past projects. Collaborate with Facilities and Construction Director in the ongoing development and implementation of asset management principles and practices, supporting strategic planning and prioritization and overseeing use of specialized software for data collection and reporting. Develop and maintain the district's preventive maintenance and long-range planning databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Collaborate with team of technicians and project managers on District and site project management tasks including project closeout. Create, maintain, and distribute annual project lists, and participate in District summer planning committees.	D	25%
2. Document control specialist for Facilities and Construction responsible for SharePoint file management and distribution. Provide organized and efficient means to access documents including project plans, agreements, regulatory & compliance information, and land and property documentation.	D	25%
3. Develop and maintain a variety of departmental databases, including asset management, preventive maintenance, and building statistics. Utilize databases to analyze data, prepare reports, and assist other departments.	D	20%
4. Assist in the development and implementation of an asset management program which incorporates a comprehensive computerized work management system. Work with Facilities and Construction Director to establish data collection schedules, standards, and methods for use in supporting complex risk-based decisions.	D	10%
5. Coordinate the operation and maintenance of the computerized work management system to meet business needs and facilitate long range strategic planning, as directed.	D	5%
6. Attend work and arrive in a timely manner.	D	1%
7. Participate and lead committee work and special project assignments.	M	5%
8. Perform site visits at District facilities to complete inventories and verify accurate asset recording as needed.	A	5%
9. Respond to emergencies as part of the District Crisis Response Team. Maintain knowledge of crisis response procedures. Upkeep of district emergency notification contact lists.	A	3%
10. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED required, associate degree or post-secondary courses in office administration, business, or related field preferred
- Minimum of three years of experience in a related field. (database management, software systems, construction documents, records management)
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- Data entry skills
- Organizational and management skills
- Ability to be self-directed and motivated
- Proficient in general computer and documentation skills
- Understanding of the design and construction process preferred
- English language skills
- Interpersonal relations skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain accuracy and attention to detail
- Ability to work independently and be an effective team member
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, Outlook, Business Plus, and/or other department software packages
- Operating knowledge of and experience with typical office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Planning and Construction Manager	
Direct reports:	This job has no direct supervisory responsibilities.	



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feed	X			
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	